



Regulations for Ph.D. Program

1. Regulations Followed:

- 1.1 University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 published in the Gazette of India dated 5th July, 2016
- 1.2 University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) (1st Amendment) Regulations, 2018 published in the Gazette of India dated 27th August, 2018
- 1.3 University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) (2nd Amendment) Regulations, 2018 published in the Gazette of India dated 16th October, 2018
- 1.4 University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degrees) Regulations, 2022 published in the Gazette of India dated 7th November, 2022

2. Eligibility criteria for admission to Ph.D. programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 2.1 A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

- 2.2 A 4-year/8-semester bachelor's degree programme with a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- 2.3 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- 2.4 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
- 2.5 A person whose M.Phil. Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution;
- 2.6 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

3. Duration of the Programme:

- 3.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 3.2 Extension beyond the above limits: Generally extension is provided for a period of one year and it is applicable only for those scholars who have obtained their Ph.D. confirmation order. After the Ph.D. registration period, two extensions will be given to the candidate based on the recommendations of University Research Advisory Board (URAB) along with the Extension application and Annual Fees. The request for such extensions should be routed through the Supervisor at least one-month prior to the expiry of the stipulated period.

3.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

4. Procedure for admission:

4.1 The University shall admit Ph.D. Scholars twice in a Year for January session and July session through an Entrance Test (i.e. Atmiya University Ph.D. Entrance Test or **AUMPET**) and Personal Presentation.

4.2 The Atmiya University will:

4.2.1 decide on an annual basis through their academic bodies a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio and laboratory, library and such other facilities;

4.2.2 notify well in advance in the University website and through wide circulation, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination Centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

4.2.3 Adhere to the National/State-level reservation policy, as applicable.

4.3 The admission will be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned.

4.4 The Atmiya University will admit candidates by a two stage process through:

4.4.1 The Entrance Test (AUMPET) shall be qualifying test for admission with qualifying marks as 50%. The syllabus of the AUMPET shall consist of 50% of research methodology and 50% shall be subject specific.

4.4.1.1 Entrance Test (AUMPET) Syllabus:

- Research Methodology (50%)
- Subject Specific (50%)

(*In those subjects where UGC/CSIR NET examinations are not conducted, University Research Advisory Board of respective subject will design the syllabus)

- 4.4.1.2 A candidate, who seeks admission to Ph.D. programme under Foreign/NRI category, is exempted from the written test however they have to appear before the interview committee with their research proposal.
- 4.4.1.3 For admission to Ph.D. programme the candidates who have qualified M.Phil. / CSIR-NET / UGC-NET / ICAR / SET/ GPAT / GATE examinations or candidates working in the sponsored research projects and FIP candidates, candidates with fellowship in MHRD / RGNF / CSIR / DST / ICSSR etc. will be exempted from the written test.
- 4.4.2 An interview/viva-voce to be organized by the Atmiya University in which candidates shall discuss their research interest/area through a presentation emphasizing on the area of research intended to work in doctoral research program of maximum 10 slides containing objectives, problem domain, methodology, probable outcome etc. before a duly constituted Departmental Research Committee (DRC). The committee will assess that whether the candidate possess the competence for the proposed research work, availability of facilities at the Department for proposed work and social relevance of the proposed work. The marking scheme of interview/viva-voce on the various parameters shall also be decided by Department Research Committee.
- 4.4.2.1 The Department Research Committee (DRC) shall comprise of following members:
- Composition:**
- 4.4.2.1.1 Head of the Department in the concerned subject –
Chairman
- 4.4.2.1.2 All research supervisors of the concerned subject –
Members
- 4.4.2.1.3 One Senior faculty from the Department - **Member Secretary.**
- 4.4.2.2 **Responsibilities:**
- 4.4.2.2.1 To conduct Entrance Test and Interview/viva-voce for Admission to Ph.D. programme and to prepare the merit list of candidates on the basis of their performance in above tests.

- 4.4.2.2.2 Brief the candidates attending Interview for Ph.D. admission about the research areas and research facilities in the Department
 - 4.4.2.2.3 Allotment of research supervisor on the basis of candidate's interested area of research
 - 4.4.2.2.4 To monitor the availability of vacancies with the research supervisor
 - 4.4.2.2.5 To conduct the interview and recommend the potent candidates applied for recognition as research supervisor at Atmiya University to the Academic Council for approval
- 4.5 The weightage for written test and interview for ranking will be as follows for all candidates who had appeared for full AUMPET (both written test and Interview):
- a. Marks obtained in the Written Test and Interview: 50%
- 4.6 In the case of candidates who have been exempted from writing the written test part of AUMPET, the Rank list shall be prepared giving the following weightage:
- a. Marks obtained in the interview : 50%
- 4.7 Separate rank lists shall be prepared for (i) Candidates with AUMPET written test exemption and (ii) candidates with AUMPET. Admission shall be made from list (i) first and on exhausting the same from List (ii). University Scholarship will continue to be awarded as per the existing rules.
- 4.8 Research in Inter-Disciplinary (For Ph.D. Programme)
- 4.8.1 Candidates shall normally be eligible for registration for Ph.D. Programme in the discipline in which he / she have obtained Master's Degree. He / She shall be allowed to join for Ph.D. programme only in that Department which is named after the subject of his / her Master's degree. It shall, however, be open to a candidate to apply for admission to a doctoral programme in another discipline related to the subject in which he / she has obtained Master's degree. When the candidate registers for a Ph.D. in a discipline different from his / her Master's degree, the candidate would be given Ph.D. Degree as decided by the DRC and URAB at the time of Registration.
 - 4.8.2 In the case of inter-disciplinary nature of research, the Ph.D. degree be awarded in the PG subject of the student along with the inter-disciplinary subject which must be recommended by the DRC based on the request of the Candidate and the Supervisor at the time of registration.

5. Research Supervisor:

- 5.1 Any regular Professor / Associate Professor of the University with at least five research publications in refereed journals and any regular Assistant Professor of the university with a Ph.D. degree and at least three research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 5.2 Only a full time regular teacher of the Atmiya University can act as a supervisor. The external supervisors and Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the University Research Advisory Board (URAB).
- 5.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee (DRC) concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 5.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 5.5 A Research Supervisor can take scholars as per the following table.

Designation	Maximum number of scholars permitted at a given time*
Professor	8*
Associate Professor	6*
Assistant Professor	4*
<i>*Subject to change based on the predetermined strength of the faculty and availability of infrastructure facilities.</i>	

Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.

- 5.6 In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 5.7 The Change of Research Supervisor can be permitted by the Vice Chancellor on the recommendations from DRC on the production of No Objection Certificate (NOC) from the earlier supervisor for the Scholar in the specified format. Vice Chancellor may permit the Research Supervisor who has left the University or has retired from the University Service to continue as the supervisor based on the recommendations from DRC.
- 5.8 The candidate can have research co-supervisor from Industry or other University. The Co-Supervisor has to apply to the University and based on the norms of the University, the University will give the co-supervisorship to the external expert.

6. Course Work:

- 6.1 The course work shall be treated as prerequisite for Ph.D. preparation. The credit assigned to the Ph.D. course work shall be 12 credits as per the following table and as per the UGC regulations.

Semester	Course Title	Credits
1	Course I - Research Methodology	4
1	Course II - Seminar Presentation	1
2	Course III - Research and Publication Ethics	2
2	Course IV – DSE	4
2	Course V – Literature Review Presentation	1
Total Credits		12

- 6.2 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field,

training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

- 6.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- 6.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Departmental Research Committee.
- 6.5 All candidates admitted to the Ph.D. program shall be required to complete the coursework prescribed by the Department during the initial one or two semesters.
- 6.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. program, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. program shall be required to complete the Ph.D. course work prescribed by the Department.
- 6.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Departmental Research Committee and the Department and the final grades shall be communicated to the Institution/College.
- 6.8 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit the dissertation/thesis.
- 6.9 Apart from the course work of 12 credits, the candidate is required to complete an online course or FDP/SDP/Seminar/Workshop (not less than 3 days) on research methodology and the other in discipline specific subject and submit the proof to the office of Ph.D. Section.

7. University Research Advisory Board (URAB):

7.1 Composition:

- 7.1.1 Chairman –Nominated by Vice Chancellor from the University
- 7.1.2 Member –Senior person in the concerned subject
- 7.1.3 Member - External Experts

7.2 **Roles & Responsibilities:**

- 7.2.1 **Promoting Research Culture** in Atmiya University
- 7.2.2 **Fund Mobilization** for performing the quality through External Funding Agencies
- 7.2.3 **Promoting the publication** in indexed journal to enhance the H-index of the
Atmiya University
- 7.2.4 Motivate Research Scholars to take up **Innovative research**
- 7.2.5 **Monitoring the progress** of research / submission of quality thesis in time.
Organization of Seminar/Workshop/Conference on innovative areas /
fund mobilization for conducting
- 7.2.6 **Enhance International collaboration** for the interdisciplinary research

8. **Progress Report:**

- 8.1 The candidate shall submit following documents to the office of Ph.D. section
 - 8.1.1 Half yearly progress report – starting after the completion of course work with a frequency of every six months
 - 8.2.2 Progress diary duly signed by the Supervisor – at the time of submission of Ph.D. thesis.
- 8.2 The progress report shall be signed by the candidate, supervisor and Director / Coordinator.
- 8.3 The progress report duly signed by the candidate and the supervisor of a candidate working out of the country shall be submitted to the University after on line presentation of his/ her research work.
- 8.4 The candidate shall give the presentation of progress of his/her research work before the Doctoral Progress Committee (DPC). Minimum 5 DPC's to be conducted to measure the progress of the research scholar at every six months

8.4.1 **Composition of DPC**

- 2 External Experts – Ph.D. with Minimum 10 Years of Experience (Mandatory)
- 1 Research Supervisor (Mandatory)
- Departmental Research Committee (Preferably)

9. Cancellation of Registration:

- 9.1 The registration of a candidate to a Ph.D. Program may be cancelled automatically; on the expiry of the period of extension granted by the Vice Chancellor or the maximum time allowed.
- 9.2 If the candidate is found involved in an act of gross indiscipline, unlawful activities, plagiarism and/ or any such activity that endanger the peace in the University campus.
- 9.3 The progress of the research scholar is unsatisfactory and the DRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend to the University with specific reasons of the cancellation of the registration of the research scholar.

10. Submission of Thesis:

- 10.1 Ph.D. scholars must publish at least two research paper in refereed journal preferably UGC care listed journals and before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 10.2 The student shall make a pre-submission presentation (Pre – Ph.D.) in the University and that may be open to all faculty members and research scholar forgetting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Supervisor.
- 10.3 The research scholar has to submit an undertaking about originality of the work and vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same university where the work was carried out, or any other university.
- 10.4 The candidate shall submit the following documents at the time of submission of the Ph.D. thesis to the University:
 - 10.4.1 Three copies of the summary of the thesis.
 - 10.4.2 Soft copy of the thesis shall also be submitted to the Dean Academic/Coordinator office, Atmiya University for further action.
 - 10.4.3 Three spiral bound typed (both sides) copies of Thesis. The thesis shall also be accompanied by
 - (a) A certificate from the candidate.
 - (b) A certificate from the supervisor.

- (c) An appendix at the end of the thesis containing reprints of research papers already published.
- (d) Self attested photocopies of the published research papers or acceptance letters of at least 1 research papers preferably in Scopus listed/ UGC recommended journals.

10.4.4 A copy of the receipt of applicable examination fee, along with no dues certificate.

Note: The thesis must be scrutinized by software to check piracy and plagiarism.

11. Evaluation and Assessment of Thesis:

- 11.1 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the URAB, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 11.2 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report one of the external examiner is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 11.4 The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.
- 11.5 The supervisor shall inform through the Director/Coordinator to the office of the Dean Academics about the intent to submit the thesis two months before its submission along with
 - i) Three copies of the summary of the thesis.

- ii. Names and contact details with email address and mobile no. of at least eight examiners not below the rank of Associate professor in the research area of the candidate, in a sealed envelope. The list may also include two names of examiners from outside India.

Note: The name of any close relative of the candidate or of the supervisor shall not be included in the panel of examiners.

- 11.6 From this panel, the Vice Chancellor shall appoint two examiners ensuring that one of the examiners is from outside the country.
- 11.7 The Ph.D. thesis submitted by research scholar is evaluated by his/ her supervisor and two external examiners who are not in employment of the University and one out of whom one shall be from outside the country.
- 11.8 The viva voce examination based among other things, on the critiques in evaluation report shall be conducted by the research supervisor and one of the two external examiners including all the queries raised by both external examiners, the research supervisor and at least one of the two external examiners,, and shall be open to all faculty members.
- 11.9 The examiners would be requested to submit the evaluation report within one months of the receipt of the thesis. In case of any undue delay by any external examiner, the Vice Chancellor may appoint an alternate examiner(s) from the list of already suggested examiners after due intimation to the existing examiner(s).
- 11.10 For awarding the Ph.D. degree the thesis must comply with the following conditions:
- 11.11 It must be a piece of research work characterized either by the discovery of new facts/ new knowledge or by fresh approach towards the interpretation of the existing facts/knowledge or theories. In either case, it should provide evidence for the candidate's capacity and capability to make critical examination and sound judgment.
- 11.12 The examiners shall specifically report on the prescribed Performa whether the thesis is.
 - i. Approved as it is,
 - ii. Approved after minor revision,
 - iii. Be resubmitted after major revision with
 - a) Major rewriting and/ or
 - b) Some extra work,

The examiners shall also answer the following:

- a) Do you agree to re-evaluate the revised thesis? (Yes/ No)
 - b) If re-evaluation is not needed, should the candidate be allowed to appear in the viva voce examination with the revised thesis? (Yes/ No)
- iv. Reject (In such a case, the Examiners should clearly mention the reason(s) for rejection)
- 11.12.1 If external two examiners clearly recommend for the viva-voce examination and award of the degree, then the Ph.D. Viva-voce examination shall be held.
- 11.12.2 If one examiner recommends for the viva voce examination and other one suggest modifications, or all the two examiners suggest modifications, then the candidate shall be asked to resubmit the thesis within one year from the date of communication after revising it in the light of modification suggested made by the examiner(s). The revised thesis shall be sent to the examiner(s) who suggested modifications and accepted to re-evaluate the thesis, for final opinion. If at least two of the examiners recommend for viva- voce examination and award of degree, then Ph.D. viva-voce examination will be held. Otherwise the Vice Chancellor may refer the case to a high level committee. The decision of the committee will be final.
- 11.12.3 In case, the thesis is recommended by the examiners with minor modifications, the same shall be incorporated in the thesis before the viva-voce examination.
- 11.12.4 The final hard bound five copies of the thesis, after incorporating the modifications/suggestions given by the examination(s) shall be submitted to the office of the Dean before the viva voce examination.
- 11.12.5 In case the thesis is recommended, an open viva-voce examination of the candidate shall be held by the viva-voce.
- 11.12.6. The date, time and venue of viva-voce examination shall be notified by the Dean Academic office and the copies of the reports of the Examiners will be provided to the supervisors in a sealed envelope at least one' week in advance. At the time of viva-voce examination, the Viva voce Board shall be provided copies of the reports of the examiners.

11.12.7 The candidate shall present the work embodied in the thesis before the viva voce board, members of faculty, research scholar and other persons interested in the subject. After presentation of the research work, the members of the viva voce Board shall ask questions together with the questions, raised in the examiners reports.

11.12.8 The viva-voce Board shall take a final decision and a clear verdict whether the candidate be awarded the Ph.D. degree or be asked to reappear for viva - voce examination once again. In case of the second Verdict, the candidate shall be required to re appear for via- voce before the same Board, on a date to be decided by the university.

11.12.9 After the formal viva-voce examination is over the members of the audience may also ask questions.

12. Award of Degree:

12.1 After successfully completion of the viva-voce examination, the candidate shall be awarded Ph.D. degree after the approval of the Board of Management (BOM).

12.2 The award of Ph.D. degree can be withdrawn by the University in case the thesis submitted by the candidate is found to be duplication of an old work or pirated research work.

13. Publication of Thesis:

The approved thesis shall be published only after obtaining permission from the University and such publication shall state that this was a thesis approved for the award of the Ph .D. Degree of the University.

14. Provisional Degree:

Provisional certificate may be issued after successful completion of the examination procedure in accordance with the provisions of the UGC (Minimum Standards and Procedure for awards of Ph.D. Degree).

15. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Dean Academics of the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

16. Disclaimer:

- 16.1 Notwithstanding anything contained here, all Ph.D candidates/scholars shall be governed by the rules and procedures amended time and again by University Research Advisory Board (URAB), Departmental Research Committee (DRC), Academic dean or any other competent authority assigned by Vice Chancellor of Atmiya University.
- 16.2 Notwithstanding anything stated here, of any unforeseen issue arising, and not covered here, or in the event of difference of interpretation, the decision of the Vice Chancellor/any other competent authority of Atmiya University shall be final.